



EMPLOYMENT OPPORTUNITIES

CITY OF MINNEAPOLIS
City of Minneapolis Human Resources Department
250 South 4th Street, Room #100
Minneapolis, MN 55415
(612) 673-2282
<http://www.minneapolismn.gov/jobs>

Employment Opportunities as of Tuesday, July 5, 2016

Job #	Job Title	Job Type	Salary	Issue Date	Filing Date
2016-00289	Assistant City Attorney I - Civil Litigation	Full-time	\$71,192.00 - \$103,398.00 annually	06/27/16	07/18/16

Department:
ATTORNEY

Position Description:

Under general supervision of the Litigation Manager, the Assistant City Attorney I assigned to the Litigation Team performs professional legal work of ordinary difficulty and complexity involving civil litigation and related matters. Represents the City of Minneapolis, and its various departments, boards, and commissions, in civil litigation and related matters, including advice concerning investigation and development of cases, broad policy level guidance, and representation.

Application Process: ALL applicants MUST submit a completed:

- City of Minneapolis application (in TeamMinneapolis)
- A copy of your attorney's license (submit via TeamMinneapolis)
- Resume (submit via TeamMinneapolis)
- Response to screening questions (in TeamMinneapolis)

Applicants failing to follow the application process will not be considered. Resumes are not being accepted in place of an official City of Minneapolis application.

Salary Range: \$71,192 - \$103,398

2016-00297	Early Intervention Specialist	Full-time	\$56,715.00 - \$78,390.00 annually	06/30/16	07/15/16
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Department:
Police Department

Position Description:

The Early Intervention Specialist with the Minneapolis Police Department will provide recommendations to the Early Intervention Committee, MPD Supervisors and Managers about candidates for the program based on review of MPD employee and other records including database records, Workforce Director, and job performance information.

The current vacancy is an exempt position with the Minneapolis Police Department.

ELIGIBLE LIST WILL EXPIRE THREE (3) MONTHS AFTER BEING ESTABLISHED.

2016-00282	Event Operations Manager	Full-time	\$94,493.00 - \$112,016.00 annually	07/01/16	07/29/16
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(Appointed) -
AMENDED

Department:

CONVENTION CENTER

Position Description:

The salary range for this posting has been amended.

An Event Operations Manager is one of several Manager Convention Center positions under the Minneapolis Convention Center (MCC) who are responsible for the supervision, management and coordination of the day to day activities of the assigned Division(s) of the Convention Center, including planning, organizing, controlling and monitoring, and developing policy and procedure with an emphasis on effective, efficient, and high quality service.

The Minneapolis Convention Center is hiring for the appointed position of Event Operations Manager. There is currently one (1) exempt, full-time vacancy to be filled. The Event Operations Manager supervises the Event Operations department. The Event Operations department is responsible for all "housekeeping" tasks that will typically include room set, event and restroom maintenance as well as all facility cleaning. Department tasks are performed by Operations and Maintenance Specialists (OMS) (80 employees) and Building Maintenance Workers (BMW) (20 employees).

Typical daily work shifts for OMS staff begin at 6:30 AM; 11:30 AM; and 5:00 PM. Typical daily work shifts for BMW staff begin at 4:30 PM. Work shifts are adjusted as needed to deliver required service levels. Department shifts are led by Event Operations Supervisors (7 employees).

This position requires working an irregular schedule that will include leading an operational shift when vacations are scheduled or when a last minute illness occurs (including days, evenings, weekends, and holidays). Adjustments of work schedule, breaks, etc, may be required upon short notice.

Salary Range: \$92,414 - \$109,551

***Please submit a cover letter and resume in addition to completing the online application.**

2016-00292	Firefighter Cadet - Full-time EMS Academy Student Interns ONLY	\$17.31 - \$17.31 hourly	07/04/16 07/15/16
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Department:

Fire Department

Position Description:

This position is RESTRICTED to current EMS Academy Student Interns of the Minneapolis Fire Department. Applicants will not be considered further and will be disqualified if they are not currently enrolled in the Minneapolis Fire Department's EMS Academy Student Internship program.

****THIS POSTING IS NOT TO BE CONFUSED WITH THE FIREFIGHTER CADET POSITION THAT IS ANTICIPATED TO OPEN IN LATE FALL 2016/EARLY WINTER 2017****

Description

Attend college courses and other training in preparation for assuming the position of Firefighter upon qualification.

2016-00091	Operations & Maintenance Specialist - Intermittent	Intermittent \$16.06 - \$21.57 hourly	05/03/16 07/06/16
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Department:

CONVENTION CENTER

Position Description:

Perform manual set up and tear down of events at the Minneapolis Convention Center. Cleaning and simple

maintenance work on the building interiors and exteriors as assigned in order to ensure the building and its facilities are maintained in a healthy, orderly and sanitary manner. Upholding high standards of customer service, independent judgment and professionalism are required for this position. Communicate effectively and courteously with guests, clients, vendors, and the general public.

- There are currently multiple intermittent vacancies to be filled at the Minneapolis Convention Center.
- Primarily looking to fill 11:30 a.m. - 8 p.m. shifts on varying days of the week, however hours and shifts may vary according to need. Intermittent work schedules may range from zero to forty (0 to 40) hours per week.
- Requires working irregular work schedule such as evenings, days, weekends and holidays.

The eligible list created from this exam will expire one (1) year after being established.

2016-00285	Senior Project Coordinator - Residential & Real Estate Development	Full-time	\$69,041.00 - \$87,244.00 annually	06/21/16 07/05/16
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Department:

CPED

Position Description:

The City of Minneapolis seeks a housing development professional to coordinate the acquisition and disposition of vacant lots and structures for housing development projects in Minneapolis. This staff position is also responsible for managing assigned housing development projects, administering various public financing programs, assorting with private investment in the development and presenting all aspects of the project to the various stakeholders, including the City Council Community Development Committee.

2016-00201	Technology Services Coordinator	Full-time	\$58,798.00 - \$80,908.00 annually	06/13/16 07/08/16
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Department:

CONVENTION CENTER

Position Description:

The Minneapolis Convention Center is adding multiple phases of digital signage throughout the facility to enhance services that are available for events. The Technology Services Coordinator will be an additional position that will focus and develop the marketing and production environments of this expanded digital services group. Digital Services at the Minneapolis Convention Center is a component of Technology Services that delivers in-house audio/visual and exhibitor services.

A Technology Services Coordinator acts as Minneapolis Convention Center (MCC) technology liaison with MCC partners in marketing, sales, booking, and event coordination. And provides oversight in the areas of audio/visual, computer services, technical staff time, video production and video signage to contracted and potential clients in order to positively impact ancillary revenues.

There is currently one (1) exempt, full-time vacancy to be filled in the Technology Services Department under the Technology Division at the Minneapolis Convention Center (MCC). Incumbent reports to the Event Services Manager.

This position requires working an irregular schedule (including days, evenings, weekends, and holidays). Adjustments of work schedule, breaks, etc., may be required upon short notice.

Promotional Opportunities

Job #	Job Title	Job Type	Salary	Issue Date	Filing Date
2016-00279	Fire Investigator-MFD	Full-time	\$27.05 - \$29.84 hourly	07/04/16	07/15/16

Department:

Fire Department

Position Description:

The City of Minneapolis is now using Team Minneapolis (powered by NEOGOV) as our online application system.

To apply:

- Create a new account or use an existing account with NEOGOV (governmentjobs.com) to apply for a position with the City of Minneapolis.
- Applications and applicant information submitted in the former system or retained in your personnel file will not transfer over to the new online application system.
- To create an account with NEOGOV, a valid email address is required.
- An updated resume is useful when creating an initial account. Uploading a resume will pre-populate corresponding fields within the online application, reducing the amount of data entry needed.
- A resume is not a substitute for completing the online application. If the online application does not include complete information (such as work history, address, phone number, etc.) it will not be considered further and deemed incomplete.
- After an application is submitted, that application information will be available to use and update on subsequent applications.
- You are encouraged to apply as early as possible.

Description

Investigate all fires with an estimated loss of 100 dollars or more, for the purpose of determining cause and origin.

2016-00286	Multi-Media Specialist	Full-time	\$24.52 - \$29.08 hourly	06/28/16	07/08/16
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Department:

Police Department

Position Description:

Produce and manage video projects, provide photographic still images to enhance MPD communication.

This is a permanent, full-time position.

ELIGIBLE LIST WILL EXPIRE ONE (3) MONTHS AFTER BEING ESTABLISHED.

2016-00281	Senior Application Analyst	Full-time	\$68,730.00 - \$94,594.00 annually	06/29/16	07/08/16
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Department:

INFORMATION TECHNOLOGY

Position Description:

Restricted to current employees in the Information Technology department.

Function as a lead worker over Applications Analysts, Applications Programmer/Analysts, and Applications Programmers, functioning as the key person providing support to the assigned areas applications,

scheduling, assigning and reviewing work products/results and taking responsibility for application software development, maintenance, support, testing and documentation.

2016-00203	Senior Inspector Building Trades - Plumbing	Full-time	\$37.82/Hour	05/17/16 Continuous
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Department:
CPED

Position Description:

****This position is restricted to current City of Minneapolis Community Planning and Economic Development employees only****

- To enforce the Minnesota State Building Code and City of Minneapolis Ordinances in building, plumbing, electrical or mechanical systems of new and existing structures as defined in your specialty. Conduct field inspections (site visits) of permitted new, remodeled, altered or repaired building, plumbing gas piping, mechanical or electrical systems within your specific license to ensure compliance with established State and local codes and standards thereby ensuring public health, safety, welfare and accessibility in the built environment.
- To provide a cost effective, efficient required final inspections on building, plumbing, and mechanical systems in one- and two-family dwellings and appendage structures as defined by the Minnesota State Building Code Rules Chapter 1300.